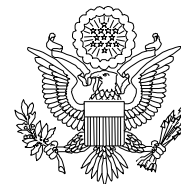




# MANAGEMENT MEMO

## AMERICAN EMBASSY ANTANANARIVO



---

**ANNOUNCEMENT NUMBER: 016/10- HR**

**OPEN TO:** All Interested Candidates

**POSITION:** Four (4) Janitors, FSN-3; FP- BB

**OPENING DATE:** March 31, 2010

**CLOSING DATE:** April 14, 2010

**WORK HOURS:** Full-Time, 40 hours per week

**LENGTH OF HIRE:** Agreement renewable on annual basis

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Embassy in Antananarivo is seeking individuals for the four positions of Janitor in the Facility Management section.

**BASIC FUNCTION OF POSITION:**

Incumbent will be responsible for the overall cleaning of the New Embassy Compound building interiors including offices, bathrooms, restrooms, kitchenettes, conference rooms, public spaces, and some mechanical rooms. Incumbent is responsible for maintaining the cleanness and orderliness of the Embassy Building and working closely with the Facility Management Team to keep all equipment in good working conditions. He/She shall insure that the handling of hazardous materials related to the janitorial staff as well as all safety and environmental protection procedures are diligently followed. Some overtime (after hours and weekends) work can be expected.

A copy of the complete position description listing all duties and responsibilities is available in the U.S. Embassy Human Resources Office. Contact ext 2332.

## **QUALIFICATIONS REQUIRED:**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Primary School required;
2. At least two years Commercial Janitorial working experience required;
3. Level II /II (Limited) Speaking/Writing/Reading English is required;  
Level II/II (Limited) Speaking/Writing/Reading French is required;  
Level III /III (Good working knowledge) Speaking/Writing/Reading Malagasy is required;
4. Must know the proper use of cleaning products, the restrictions on mixing products, the Quality levels of performance for cleaning tasks, and the general equipment (vacuums, washer/dryer systems, and safety equipment).

## **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. For FMA appointments, the grade level of the successful applicant will be determined by Washington based on the applicant's qualifications and prior work experience and may differ from the position's initial grade.

6. For non-EFM U.S. Citizens, the successful applicant will be paid at the equivalent of the U.S. minimum wage.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment OF-612 (forms are available from Embassy reception or e-forms);
2. A current resume or curriculum vitae, that provides the same information as on OF-612;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. **For Malagasy: A copy of the National Identity Card is required;  
For Non-Nationals: Copy of the Residency/Work permits that allow the applicant to work in the country is required.**

## **SUBMIT APPLICATION TO**

American Embassy Human Resources Office  
P.O. Box 620 or at the Embassy Reception  
Antananarivo 101

## **POINT OF CONTACT**

Contact: Human Resources Office  
Telephone: 261 20 22 21257 Ext 2265/2332  
FAX: 261 20 22 34539  
Email: [AntananarivoEmbHRO@state.gov](mailto:AntananarivoEmbHRO@state.gov)

## DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - U.S. citizen;
  - Spouse or child who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or Uniformed Service Member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: April 14, 2010**

The US Mission in Antananarivo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.